

Releasing Records

Unresolved Fields List

Legal Release

Statistical Release

Releasing Records

When the birth record is saved and TER detects that legal data fields have been resolved, the system will provide the following prompt to the user:

All Legal Fields are Complete. Would you like to legally release this record?

Once the legal data is released and TER detects that the statistical data fields have been resolved, the system will provide the following prompt to the user:

All Statistical Fields are Complete. Would you like to statistically release this record?

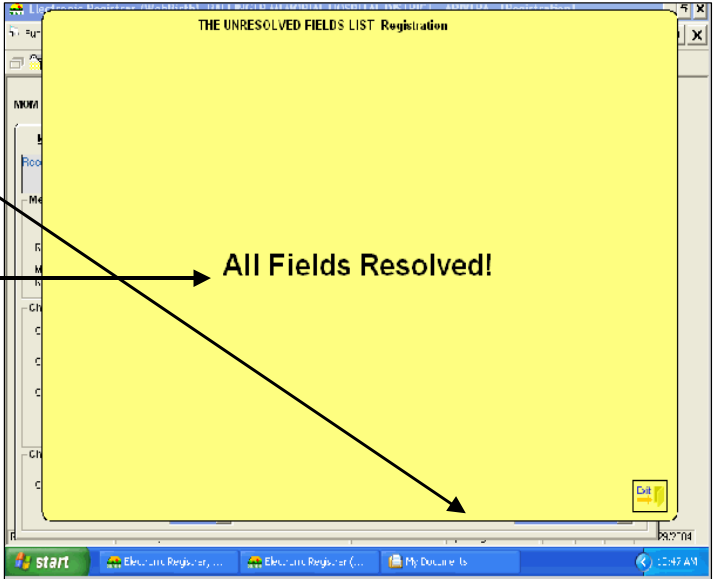
Once a record has been released to the State, it can no longer be edited at the facility. However, when editing of a locked record is required, TDSHS will have the ability to unlock a record if reported shortly after being released.

Contact the state at 1-888-963-7111 ext. 3303 or send an e-mail to help-ter@dshs.state.tx.us to request unlocking of a released record.

TEXAS *Electronic*
REGISTRAR

Unresolved Fields Records List

1. Retrieve record.
2. Click on Updating Record.
3. Check for any unresolved items before attempting to release the record.
4. All Fields Resolved! must appear before a record can be released.



Release Points

- Legal and Statistical Release Points
 - The data fields on a birth record are categorized as either legal or statistical.
 - Once all of the fields in either of these categories have been resolved, the system will give the user the opportunity to release that portion of the record.
 - Releasing the record implies that there are no remaining questions regarding any of the data fields in the category being released.

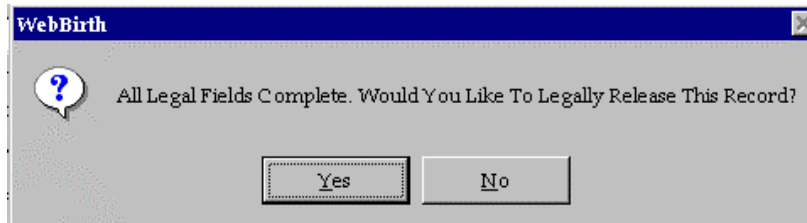
Legal Release

Aspects that could temporarily prevent the legal release of birth records include the following:

- The legal release of a birth record requires that the record has been **electronically certified** by the individual designated as the certifier.
 - This process basically replaces the manual signature that the certifier use to place on a printed birth certificate.
- The **AOP** may also delay the legal release of a record. TER supports the capture of the paternity information and the printing of this information. The **Date AOP Sent** field must be complete in order for the record to be legally released.

Legal Release

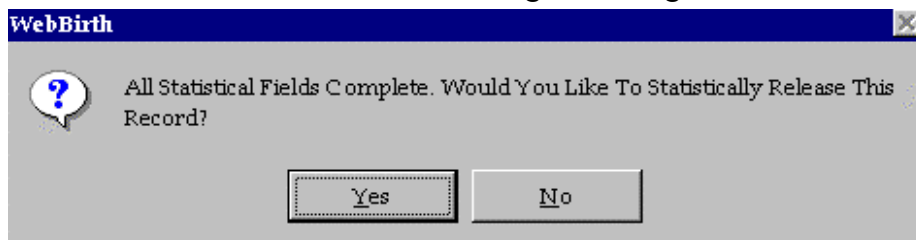
When the record is saved and all legal fields are complete the user will receive the following prompt:



Once a record has been legally released by selecting **Yes** at this prompt, the associated fields become disabled and the record can no longer be edited at the facility.

Statistical Release

When a record is ready for statistical release, the user will receive the following message:



Once a record has been statistically released by selecting **Yes** at this prompt, the associated fields become disabled and the record can no longer be edited at the facility.

Resolved Record

Newborn	Att/Certifier	Mother	Father	Pres. Father	Parent Stat	Medical_1	Medical_2
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Medical Record Numbers			
Record Type?	BORN AT FACILITY		
Mother's Medical Record Number:	VR145383	Newborn's Medical Record Number:	VR145417
		Date AOP Sent:	__/__/__

Child's Name	Child's Place of Birth
Child's First Name: ESTRELLA	Name: VALLEY REGIONAL MEDICAL CENTER
Child's Middle Name: JANETH	Type: Hospital
Child's Last Name: ALVEAR	State: TEXAS
Child's Suffix:	County: CAMERON
	City: BROWNSVILLE

Child's Information			
Child's Time of Birth: 02:36	Am/Pm: AM	Child's Date of Birth: 07/13/2004	Plurality: SINGLE
Child's Sex: FEMALE		Birth Order: Single	

Records In Queue:1	Field Name.	Field Status.	Updating Record	CAPS	NUM	INS	10/9
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Once a record has been released to the State, the record can still be viewed, but it cannot be altered. Records that have been released are recognizable by the grayed-out data or “locked”.